



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
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SPAWARINST 1001.2D
SPAWAR 07-4
20 Feb 99

SPAWAR INSTRUCTION 1001.2D

From: Commander, Space and Naval Warfare Systems Command

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND RESERVE
PROGRAM

Ref: (a) BUPERSINST 1001.39C
(b) BUPERSINST 1610.10
(c) OPNAVINST 1000.16J
(d) SPAWARINST 1571.1A

1. Purpose. To provide management and policy guidance for peacetime training and wartime mobilization integration for Selected Reserve (SELRES) personnel assigned to the Commander, Space and Naval Warfare Systems Command (COMSPAWARSYSCOM) and subordinate activities in accordance with reference (a).
2. Cancellation. This instruction cancels and supersedes SPAWARINST 1001.2C of 20 March 1991.
3. Background. SPAWAR activities are expected to intensify during a national emergency or other contingencies due to increased Fleet requirements. While some functions will expand on a time-phased schedule, others may require immediate expansion or deployment to combat zones at the outset of the emergency. Under such conditions, additional fully trained military personnel will perform support roles to augment existing personnel. Selected Reserve billets are resourced by the Chief of Naval Operations (CNO) for this purpose. COMSPAWARSYSCOM is responsible for ensuring the necessary budgetary and administrative actions are taken to support Naval Reserve assets approved by CNO. These actions include supplying all equipment and material required by the Naval Reserve in fulfilling assigned training and readiness missions.
4. Policy. SPAWAR reserve units will contribute to meeting SPAWAR mobilization requirements and those of the operating forces. SPAWAR directorates and activities are directed to determine what reserve personnel participation is required to support their specific missions in both peacetime and during mobilization. Reservists will train on assigned peacetime contributory support projects that develop the knowledge and skill bases required for performance of their duties during mobilization. The primary focus for SPAWAR Reserve manpower is to provide an increased level of Fleet support during a military action. During peacetime, the majority of SPAWAR Reservists will support assigned Fleet Support Teams (FST's). These FST's will support the SPAWAR Chief Engineer and Chief Installer by providing waterfront and shipboard

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coordination services, training support, configuration validation, and other work as assigned. For training purposes, FST's will affiliate with specific Battle Groups. Reservists not assigned to FST's (due to lack of training, experience, etc), will directly support applicable Headquarters or System Center codes. This support should bear direct impact on supporting "Fleet" requirements.

5. Objective. The objective of the SPAWAR Reserve Program is to provide designated Space and Naval Warfare Systems Command activities fully qualified officer and enlisted support personnel during peacetime, and a mobilization resource to Fleet Support Teams during crisis and emergent operations.

6. Program Organization:

a. Technical Manager. The Commander, Space and Naval Warfare Systems Command is the Program Technical Manager.

b. Reserve Liaison Officer (07-4R) is the Program Technical Manager Representative and is charged with advising the Commander and Vice Commander on applicable reserve affairs, and the day-to-day direction, management and administration of the program.

c. Training and Administration of Reserves, Yeoman (07-4111) assists 07-4 in the administrative management of the SPAWAR reserve program.

d. Mobilization Plans and Policy Officer (07-413) develops, maintains and coordinates all aspects of the Manpower, Mobilization and Support Plan (MMSP). The Mobilization Officer advises subordinate activities on matters of mobilization policy, and acts as a point of contact for mobilization matters (including civilian mobilization liaison with SPAWAR 08-2), and for other Navy or DoD mobilization activities, as well as JCS, CNO, SYSCOMS and field activities.

e. The SPAWAR Reserve Program Office (RPO) provides direction and support to the SPAWAR Selected Reservists assigned to Fleet Support Teams and other activities. In addition to the Reserve Liaison Officer and staff, the RPO includes personnel from NR HQ SPAWAR 406, all SPAWAR Reserve Unit Commanding Officers, and designated Reserve Project Managers. The RPO is the "clearing house" for all SPAWAR Reserve tasking. All reserve units will participate in the RPO except HQ 466, 366, and 788. These units will maintain pre-established support relationships.

f. Reserve Units. Each unit has a Reserve Unit Commanding Officer and an affiliated Reserve Center. Assignment of Reserve personnel to SPAWAR units including Unit Commanding Officers is the responsibility of the Commander, Naval Reserve Force.

7. Training. Each reserve billet at SPAWAR has specific list of training items called Reserve Billet Training Requirements (RBTR's). The RBTR's are listed on an Individual Training Plan (ITP) that is used to record the training accomplished by an individual reservist. The level of training accomplished is tracked on a percentage basis and used to report readiness levels of the Reserve component. Training to accomplish these mobilization requirements must be given priority. In addition to accomplishing these training requirements, Reservists will participate in peacetime support that is defined as readiness related activity supporting the mission needs of the active component. Providing peacetime support is an essential part of the Naval Reserve's mission and clearly contributes to the Reservist's mobilization readiness. For training of Naval Reservists at SPAWAR, the following priorities apply:

- a. Fulfill requirements listed on the ITP.
- b. Obtain training as necessary to accomplish peacetime contributory support project assignments.
- c. Accomplish peacetime support as directed by the Reserve Program Office.

8. Action.

- a. Commander, Space and Naval Warfare Systems Command will:

- (1) Prepare Concurrent Officer Fitness Reports for all SPAWAR HQ Reserve Unit Commanding Officers. Per reference (b), HQ Commanding Officers must be assigned as additional duty (ADDU) to this activity to comply with Concurrent Reporting Senior guidelines. Due to staggered Periodic Report ending dates for Command grade officers (0-4 to 0-6) and Commanding Officer billet assignment dates (1 October), Commander, Space and Naval Warfare Systems Command will commence Concurrent Fitness Reporting for all reports after 1 October 1999. This will ensure a smooth and fair transition in reporting senior responsibilities.

- (2) Meet annually with the Reserve Project Office team to evaluate past performance, communicate SPAWAR priorities for Reserves, determine training resource requirements, and plan future projects.

- b. SPAWAR 04/05/Program Directors/System Support Centers will:

- (1) Designate in writing an individual to serve as the activity Reserve Liaison Officer.

- (2) Meet semi-annually, with the Reserve Project Manager assigned to the activity to promote improved program coordination and the most efficient use of reserve assets. These informal one-on-one exchanges should provide a ready means for identifying requirements, ranking priorities, resolving issues, and establishing closer working relationships.

(3) Ensure all program reviews prepared for SPAWAR 00/07-4 addressing directorate, staff or unit activities include a section on the readiness status of assigned Reservists and their contributions toward mission accomplishment.

c. The SPAWAR Reserve Liaison Officer (SPAWAR 07-4) will:

(1) Serve as principal advisor to the Commander and Vice Commander on Naval Reserve Program matters.

(2) Provide indoctrination, training and guidance to Activity Reserve Liaison Officers to assist them in administering mutual support programs and reserve mission readiness training.

(3) Provide SPAWAR coordination with the Commander, Naval Reserve Force and the Director of Naval Reserve (OP-095).

(4) Provide technical management. Will:

(a) Propose changes in mission, training objectives, or special requirements of Reserve subprograms.

(b) Conduct an annual assessment of SPAWAR mobilization requirements and, as necessary, propose changes in organization, administration, structure or allowances of assigned reserve units.

d. Reserve Program Office will:

(1) Act as central point of contact for all Reserve tasking within SPAWAR. Prioritize and make assignments to individual reservists.

(2) Support Reserve Liaison Officer as necessary in coordinating Reserve activities at SPAWAR.

(3) Maintain status of current qualifications of all Reservists.

(4) Maintain Reserve Virtual Program Office on SPAWAR intranet to facilitate assignment of Reservists to identified projects.

(5) Assign Project Managers to SPAWAR Program Directorates and System Support Centers.

(6) Assign Project Managers for SPAWAR Fleet Support Teams.

(7) Prioritize all task assignments. Prioritization is dependent on Fleet requirements, available trained manpower, and fiscal resources.

(8) Maintain overall training coordination for Reservists.

(9) Maintain Public Affairs role for all Reserves.

(10) Coordinate recruiting effort to cycle personnel in highly technological backgrounds from active duty to SPAWAR Reserves.

e. Activity Reserve Liaison Officers will:

(1) Coordinate with Project Managers for peacetime support project work or mobilization training requirements.

(2) Assist as necessary in the mobilization requirements determination process in accordance with reference (c).

(3) Ensure that Annual Training (AT) and assigned project work enhances billet qualifications and readiness.

(4) Assist with all logistical issues regarding AT processing, security badges, etc. in accordance with reference (d).

f. Reserve Unit Commanding Officers will:

(1) Serve as members of the Reserve Program Office team.

(2) Ensure that all personnel in their units meet their ITP requirements for mobilization and are assigned to an appropriate project team.


(a) Man their units with the most qualified personnel available.

(b) Work with their Reserve Center Commanding Officer to ensure all Reserve personnel administrative requirements are met.

(3) Unit CO's will maintain liaison relationships with their respective PD / PMW / SSC codes.

g. Reserve Project Managers will:

- (1) Serve as members of the Reserve Program Office team.
- (2) Coordinate with the activity Reserve Liaison Officer and the Reserve Program Office to define project scope, schedule, and deliverables.
- (3) Identify the Reserve assets including personnel, training, and equipment requirements and communicate the requirements to the Reserve Program Office.
- (4) Manage the Reserve assets assigned to the project by the Reserve Office to execute the project.
- (5) Provide monthly project status reports to the Reserve Program Office.
- (6) Support Program Directorates and System Centers on a case by case basis, to include emergent projects or special projects as directed by higher authority.


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Distribution:
SPAWAR List 2
SNDL Part II
FKQ (SPAWAR Activities)
FR10 (SPAWAR Naval Reserve Units only)